

CITY OF MIDLAND
SPECIAL EVENT AND STREET CLOSURE APPLICATION

Before any Special Event (where public right-of-way or public grounds will be used) or Street Closure Request can be considered for approval, the applicant must:

- 1. Verify with Planning Division (685-7400) if Temporary Land Use Permit is required. (y) (n) Planning Div. Signature: Date:
2. Secure clearances and have authorized signatures in all designated areas of this application prior to advertising any event.
3. Complete an event map indicating the location or route of the event and other event logistics, as listed below.
4. Submit the completed application and event map to the Traffic Coordinator's Office at least 30 DAYS prior to the event. Please mail the completed form to the Traffic Coordinator, P.O. Box 1152, Midland, Texas 79702 or return to the Room 510, City Hall, 300 N. Loraine Street.

Contact the Traffic Coordinator at 685-7280 with any questions.

EVENT NAME: Est. # of Participants:

SPONSORING ORGANIZATION:

CONTACT Person: Address:

Phone No.: (h) (w) (m)

EVENT Date(s): Hours:

LOCATION:

(Attach map of event area showing parking-dumpsters-tents-booths-stages-fences-barricades, etc.)

Will the Event be held on Midland County grounds? (y) (n)

If Yes, please be aware that the use of Midland County property requires written permission from the County Commissioner's Court, the use of Sheriff deputies for security on County property, and may require additional clean-up and damage deposit fees.

DESCRIPTION OF ANY TENT, TEMPORARY STRUCTURES OR FENCING:

NO. OF RESTROOMS OR PORTABLE TOILETS PROVIDED:

CLEAN-UP DEPOSIT: A \$500 clean-up deposit is required; the total amount or a portion may be refunded following City inspection of the site. Also see above note regarding use of Midland County property. Rec'd? (y) (n) or N/A (if Temp. Land Use Permit is Req'd)

DAMAGE DEPOSIT: \$500 deposit against damage to public property is required; total amount or portion may be refunded following City inspection of the site. See above re: use of Midland County property. Rec'd? (y) (n) or N/A (if Temp. Land Use Permit is Req'd)

SECURITY PLAN (No. of City and/or County Officers):

PARKING PLAN:

(Attach written approval from the landowners, as needed)

THE FOLLOWING SECTIONS MUST BE SIGNED BY AUTHORIZED STAFF

I. CITY ATTORNEY'S OFFICE - Call 685-7254, ask for Keith Stretcher.

The City of Midland requires that special event and street closure applications include a Certificate of Insurance from an insurance carrier licensed to conduct business in the State of Texas. The Certificate of Insurance must state General Liability Coverage for a minimum amount of \$1,000,000.00 and must name the event sponsor as the insured. The Certificate of Insurance must name the City of Midland as an Additional Insured.

ADDITIONAL REQUIREMENTS:

COMMENTS:

DATE:

Authorized Signature

Title

II. **DEPT. OF DEVELOPMENT SERVICES** - Call 685-7280, ask for Gary Saunders
REQUESTED STREET CLOSING: _____
REQUIRED BARRICADES, CONES, OR OTHER CONTROLS: _____

COMMENTS or RECOMMENDATIONS: _____

DATE: _____

Authorized Signature	Title
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III. **POLICE DEPARTMENT** - Call 685-7117, ask for Lt. Ray Leible
ARE OFF-DUTY POLICE OFFICERS NEEDED? (y) ___ (n) ___
If Yes, How Many?_____ Location? _____
COMMENTS or RECOMMENDATIONS: _____

DATE: _____

Authorized Signature	Title
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IF A CITY PARK WILL BE USED DURING THE EVENT, PLEASE COMPLETE THIS SECTION:

IV. **PARKS AND RECREATION** - Call 685-7370 or 413-2076, ask for Michele McNeil
PARK PROPERTY LOCATION: _____
FENCING IS AVAILABLE FOR RENT TO USE IN PUBLIC PARKS. REQUESTED? (y) ___ (n) ___
COMMENTS or RECOMMENDATIONS: _____

DATE: _____

Authorized Signature	Title
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V. **HEALTH DEPARTMENT** - Call 681-7645, ask for Sal Garcia
WILL FOOD BE SERVED? (y) ___ (n) ___ WILL PUBLIC RESTROOMS BE AVAILABLE? (y) ___
(n) ___ AMOUNT? ___ WILL PORT-A-POTTIES BE PROVIDED? (y) ___ (n) ___ AMOUNT? ___
COMMENTS or RECOMMENDATIONS: _____

DATE: _____

Authorized Signature	Title
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VI. **FIRE DEPARTMENT** - Call 685-7334, ask for Jeff Meiner
IS AN OPEN FLAME, TENT, OR OTHER FLAMMABLE ITEMS PLANNED: (y) ___ (n) ___
IS A SITE INSPECTION REQUIRED PRIOR TO EVENT? (y) ___ (n) ___
ARE CROWD MANAGERS/FIRE WATCH PERSONNEL REQUIRED? (y) ___ (n) ___
If Yes, How Many?_____ Location? _____
ARE PARAMEDICS NEEDED? (y) ___ (n) ___
If Yes, How Many?_____ Location? _____
COMMENTS or RECOMMENDATIONS: _____

DATE: _____

Authorized Signature	Title
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VII. **SOLID WASTE SERVICES** – Call 685-7275, ask for Morris Williams
HAS CITY PICK-UP OF REFUSE BEEN SCHEDULED: (y) ___ (n) ___
COMMENTS or RECOMMENDATIONS: _____

DATE: _____

Authorized Signature	Title
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**SUMMARY OF THE
SPECIAL EVENTS AND STREET CLOSURE APPLICATION
REQUIREMENTS**

- () Have you attached a map of the event, particularly relating to closing of streets for a race or assembly of a crowd in the street?
- () Have you verified with the Planning Division whether or not a Temporary Land Use Permit is required?
- () Have you contacted the City of Midland Traffic, Police, and Legal representatives to determine proper barricade, security, and insurance requirements? **Such representatives of the City must sign this application.**
- () Have you contacted a private barricade company to determine when and where the barricades will be set, along with necessary traffic marking?
- () If alcoholic beverages are to be sold, have you gotten a temporary permit as required from the Texas Alcoholic Beverages Commission (TABC)? *The local Odessa office number is 367-0760.*
- () Have you received and included Midland County approval as needed if any portion of your event will take place on County property? *Office of the County Judge: 688-4310*
- () Have you mailed or returned this application - **completed and including a map** - to the Traffic Coordinator, PO Box 1152, Midland, Texas 79702 **at least 30 days prior to the event?**